



10 FEB 1986

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

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FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Objective of and Agenda for the DDA Management Conference on
25-26 February 1986 at [redacted]

1. The objective of our 25-26 February 1986 Management Conference at [redacted] is to review the FY-86/87/88 programs with a particular emphasis on developing a strategic view of major activities underway in the Directorate. Out of the conference we should get a sense of the level of commitment of funding and people to our programs, along with a sense of the outyear funding implications of our programs, and taking into account Congressionally directed budget cuts.

2. The attached agenda contains topics, components contributing to topics (if applicable), and the name of a presenter for each topic. Components contributing to topics are free to change presenter(s), as appropriate. In preparing for the presentations, do only what's practical. In some cases detailed information may not be available--let's do the best we can.

3. I'm looking forward to a lively and productive conference. If you have any questions about the agenda or the presentations, please call [redacted] We will be sending you information next week on conference arrangements.

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[redacted]
Richard J. Kerr

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Attachment:
As stated

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